

~~SECRET~~~~CONFIDENTIAL~~TRD STAFF MEETING

1 February 1950

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Present:

[REDACTED]

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1. Exchange of Materials. PBV of OPC [REDACTED] (2516K) have set up a research staff and are gradually assembling research materials along the line of their responsibilities. TRD has requested a list of all research materials which they receive and in turn will furnish them with whatever materials we obtain. Other branches of P&P, OPC are charged with various other responsibilities (PBI, PBII, PBIII, PBIV) and [REDACTED] is suggesting that a similar reciprocal agreement be set up with them. Mr. [REDACTED] was requested to handle the liaison with these program groups and also to contact Mr. [REDACTED] ISO/OPC to secure a list from him of all materials available in OPC along the lines of the activities charged to OPC.

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2. Preparation of Training Manuals. It is planned to write training manuals for the advanced specialized training courses. One will be prepared for each subject for use in instruction. In addition, Mr. [REDACTED] and Mr. [REDACTED] may wish to use them in their instruction. Since the advanced Specialized Training Section is presently under-staffed, it may be that the planning groups of OPC will have members of their research staffs available to prepare the specific material for these manuals. [REDACTED] suggested that a table of contents be drawn up indicating what TRD would require in such a manual for presentation to the planning groups. Five such manuals should be prepared covering the subjects for which the five planning groups of P&P are responsible. A uniform format should be used for all five manuals. Colonel [REDACTED] suggested that Mr. [REDACTED] should work on the table of contents for two of the training manuals, Mr. [REDACTED] two and [REDACTED] the first. In order to obtain uniformity in the manuals the individuals preparing them should meet to discuss general plans with Mr. [REDACTED] acting as chairman. Further, since Mr. [REDACTED] has prime responsibility for the planning of these activities, it would be well to discuss the doctrine with him. [REDACTED] will arrange with Mr. [REDACTED] for the latter.

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3. Comment Sheet. Mr. [REDACTED] has been requested to prepare a draft comment sheet for use by students of TRD instruction. The purpose of this comment sheet is to get the students' reaction to our training--what they

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NO CHANGE in Class. ☐~~SECRET~~

Auth: DDA REG. 77/1763

Date: 02 MAR 1978 By: [REDACTED]

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25X1A9a liked and didn't like, opinions of the capabilities of the instructors, methods of teaching, etc. This sheet should outline the purpose of the sheet and the type of comment we desire. They will be distributed at the end of the Advanced Operations Course of common instruction and will go through Mrs. [REDACTED] and 25X1A9a Mr. [REDACTED]. It should be emphasized to the students that their comments will not be seen by the course instructors and will not in any way affect their evaluations in the courses.

25X1A9a 4. Dictaphones. Mr. [REDACTED] stated that TRD presently had two dictaphones for use of TRD instructors. Five desk models are on order and two large ones. However, as a general policy these dictaphones must be used in the office and cannot be taken home or out of the building. This is necessary because of the classified nature of the material and TRD would be subject to a great deal of criticism if it allowed these machines to be used outside CIA premises.

25X1A9a 5. Training Report. The monthly progress concerning training submitted to ADSO and ADPC must be an accurate reflection of the actual training given by TRD. Full-time and part-time students must be distinguished between in order not to give an inflated idea of number of students trained. All branch chiefs are requested to submit their monthly reports in such a way as to give a clear and accurate picture.

25X1A9a 6. Small Weapons. [REDACTED] reported that Supply has received some small weapons and that Area Training Branch has requested eight of each type for their training. Some of these have been received by Supply and Mr. [REDACTED] 1A9a and Mr. [REDACTED] will inspect them in the near future and make a list of just what items are available.

25X1A9a 7. Miscellaneous. [REDACTED] announced that he will have a general meeting of all TRD personnel either this week or next. An official notice will be circulated giving the exact time and date.

25X1A9a [REDACTED] further requested that all personnel attending the weekly staff meetings bring up there whatever problems they have which would affect more than one individual in order that the other branch chiefs may be acquainted with the overall training problems.

25X1A9a Mr. [REDACTED] again requested that all TRD personnel give him any suggestions of possible employees for TRD. He stated that we are still in critical need of clerical assistance as well as instructors for both staff and covert training. Any member of training knowing of potential personnel should notify either Mr. [REDACTED] so that the necessary interviews, etc., may be set up.

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